



*2015 MEA for Mathematics & ELA/Literacy  
Test Administrator Agreements*

### Test Security Agreement

As a Test Administrator for the Maine Educational Assessment (MEA) for Mathematics & English Language Arts (ELA)/Literacy, I agree to follow the instructions in the *Online Test Administration Manual* (Section 3.0, *Ensuring Test Security*) to provide a secure test environment (Section 3.1) and to securely handle printed materials (Section 3.2). I further agree to immediately report any potential test security incidents that occur prior to, during, or following the test administration to the School Coordinator. I understand that failure to comply with the administration and security requirements described in the *Online Test Administration Manual* may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results,
- invalidation of student, school, or SAU results, and/or
- investigation by the Department of Education for possible certification action.

### Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the School Coordinator as needed. As a Test Administrator for the MEA for Mathematics & ELA/Literacy, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

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I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 3.0 Ensuring Test Security

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. DSAs, SCs, and TAs all have responsibility for maintaining the overall test security and ethical administration of the assessment. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

Failure to comply with the administration and security requirements described in this document may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results;
- invalidation of student, school, or SAU results; and/or
- investigation by the Department of Education for possible certification action.

### 3.1 Security of the Test Environment

Table 5 describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

**Table 1: Requirements of the Test Environment**

Requirement	Description
<b>BEFORE TESTING</b>	
Instructional materials removed or covered	Instructional materials <b>must be removed or covered, including but not limited to</b> information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).
Student seating	Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with table-top partitions.
Signage	If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
<b>DURING TESTING</b>	
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
Student supervision	Students are actively supervised and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, personal digital assistants (PDAs), iPods, cameras, and electronic translation devices.

Requirement	Description
Access to allowable resources only	Students must only have access to and use of those allowable resources permitted for each specific test or portion of a test (see section 9.1 <i>Establishing Appropriate Testing Conditions</i> for examples).
Access to assessments	Only students who are testing can view items. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered. Based on the item type (i.e., performance tasks), trained Test Administrators (TAs) may also have limited exposure to items in the course of properly administering the assessments; however, even TAs and other trained staff may not actively review or analyze any items.
No answer key development	No form or type of answer key may be developed for test items.
Testing through secure browser	Administration of the MEA for Mathematics & ELA/Literacy is permitted only through the Student Interface via the secure browser.
<b>DURING AND AFTER TESTING</b>	
No access to responses	District/System Administrators (DSAs), School Test Coordinators (SCs), Test Administrators (TAs), and other staff are not permitted to review student responses in the testing interface or students' notes on scratch paper.
No copies of test materials	Unless needed as a print-on-demand or braille accommodation, no copies of the test items, stimuli, reading passages, performance task materials, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items, reading passages, or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	DSAs, SCs, TAs, and other staff may not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing. Student interaction during a test is limited to what is necessary for the purpose of a performance task.
All test materials must remain secure at all times	Printed materials from the print-on-demand accommodation, scratch paper, and documents with student information must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration.
<b>AFTER TESTING</b>	
No test materials used for instructions	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Destroy test materials securely	Printed test items/passages, including embossed braille printouts, and scratch paper must be collected and inventoried at the end of each test session and then immediately shredded. See section 3.2 <i>Secure Handling of Printed Materials</i> for details.

[Note: The Classroom Activities are not secure materials.]

TAs and SCs or other individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the integrity of the assessments or the data

should follow the steps outlined in section 4.0 *Responding to Testing Improperities, Irregularities, and Breaches* and section 5.0 *Appeals* (as necessary) of this manual located at <http://me.portal.airast.org>.

### **3.2 Secure Handling of Printed Materials**

For those students whose Individualized Education Program (IEP) or 504 Plan expresses a need for a paper copy of **passages or items**, permission for the students to receive this Print-on-Demand accommodation must first be set in TIDE prior to testing by the School Test Coordinator.

Printing **individual test items** for students with this accommodation will require a request to the Maine Help Desk to have the accommodation set for each student.

Print requests must be approved and processed by the TA during test administration. The decision to allow students to use print on demand must be made on an individual student basis and is available only for students with an IEP or 504 Plan. Please note that this function cannot be used to create a printed test book as the test is adaptive, and students will need to answer one question before moving to the next.

Once a student is approved to have the print-on-demand accommodation, that student may send a print request to the TA during testing by clicking on the print icon on the screen. Before the TA approves the student's request to print a test item/stimulus, the TA must ensure that the printer is on and is monitored by staff who have been trained using the Test Administrator training modules for the test. This request needs to be made for each individual item.

#### **Destruction of printed materials and scratch paper**

Printed materials from the print-on-demand accommodation and scratch paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration who have signed the *MEA for Mathematics & ELA/Literacy Test Security Agreement*, available on the Maine Assessments portal at <http://me.portal.airast.org> (Test Administration Materials). All test materials must remain secure at all times. Printed test items/passages, including embossed braille printouts and scratch paper, must be collected and inventoried at the end of each test session and then immediately shredded according to district and/or state policies or procedures. **DO NOT** keep printed test items/passages or scratch paper for future test sessions except as noted below for performance tasks (PTs).

#### **Use of scratch paper on performance tasks**

The only exception to the requirement governing the destruction of printed materials and scratch paper is when notes are used during the ELA/literacy and mathematics PTs.

During the ELA/literacy PT, the notes on the embedded universal tool, Global Notes, are retained from Part 1 to Part 2 so that the student may return to the notes even though the student is not able to go back to specific items in Part 1.

While the embedded Global Notes is the preferred mode for note taking during the ELA/literacy PT, students may use scratch paper to make notes. To ensure that students using scratch paper for notes have the same allowance as students using the online notes, TAs should tell students to write their names (or some appropriate identifying information) on each piece of scratch paper, collect the scratch paper at the completion of Part 1 of the ELA/literacy PT, and securely store it for students' use during Part 2 of the ELA/literacy PT.

Likewise, the mathematics PT may extend beyond one test session. When this happens, TAs should tell students to write their names on the scratch paper (and graph paper for grades 6 and up), collect

the paper used in the first session, and securely store it for students' use in the subsequent test session.



**The retention of scratch paper is only allowed for the PTs.** Following the conclusion of the PT, all scratch paper and graph paper must be collected, inventoried, and immediately shredded to maintain test security.